



**State of Arizona
Board of Psychologist Examiners**

1400 West Washington, Suite 235
Phoenix, Arizona 85007
(602) 542-8162

REQUEST FOR INVESTIGATION

FOR OFFICIAL USE ONLY

INVESTIGATION #: _____

DATE OPENED: _____

PSYCHOLOGIST: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

PHONE #: _____

INSTRUCTIONS: Type or print in ink and answer all questions. Give full details of the investigation request. Return the original and one copy of all documents submitted.

STATE CONCERNS (Give, in your own words, the details of the request for investigation: names, dates or approximate dates of occurrences or discussions. Attach additional pages if necessary.)

YOUR NAME AND ADDRESS: (Please Print)

NAME: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

PHONE #: _____

**If this request for investigation is filed by you on behalf
of a third party, give the name of the third party**

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE #: _____

I am the person who prepared this request for investigation. The information given herein is known to me to be the truth, or is true to the best of my knowledge and belief, without any reservations.

Signature

Date

INSTRUCTIONS & NOTICE OF PROCEDURES

The State of Arizona Board of Psychologist Examiners has received notice that you wish to request an investigation of the actions of one of the Board's licensed psychologists. Please complete the enclosed form and return it to the Board office at the address listed on the form. Return the original and one copy of the form and an original and one copy of all supporting documentation. **All supporting documentation must be submitted with your initial filing to avoid delays in the investigative process.**

Upon receipt, the case will be assigned to the Board's investigator. A copy of the Request for Investigation will be forwarded to the psychologist who is the subject of the investigation. The psychologist will be required to respond in writing. Please note that your name will be provided to the psychologist at this time. **The psychologist's response and the investigative reports are, pursuant to statute, part of the confidential investigative file and will not be provided to you.**

An investigation will be conducted. Upon completion of the investigation, the matter will be referred to the Board for initial review. A person or a representative of a person who has made a complaint or a person or a representative of a person against whom a complaint has been made, **who is present at a Board meeting**, and who wishes to address the Board regarding that complaint during initial review may do so by filling out a "Request to Speak" form and giving it to a Board staff person. The presentation will be limited to five minutes.

If the Board finds that the information provided is not of sufficient gravity to merit direct action against the licensee, it may either dismiss the investigation or issue a Letter of Concern to the psychologist. You will be notified in writing of the Board's decision.

If the Board believes the information provided is or might be substantive, it may open a complaint and schedule an informal interview with the psychologist to take place during a regularly scheduled Board meeting. If as a result of an informal interview, the Board determines that the facts do not warrant revocation or suspension of the license, it may take any of the following actions:

1. Dismiss
2. Issue a Letter of Concern.
3. Issue a Decree of Censure
4. Fix a period and terms of probation. Probation may include temporary suspension for a period not to exceed twelve months, restriction of the license, or restitution of fees to a client resulting from violations of this chapter. If a licensee fails to comply with a term of probation, the Board may file a complaint and notice of hearing and take further disciplinary action.
5. Enter into an agreement with the licensee to restrict or limit the licensee's practice or activities in order to rehabilitate the psychologist, protect the public, and ensure the psychologist's ability to safely engage in the practice of psychology.

If an informal interview is scheduled, you will be invited to attend. If the Board believes grounds exist to revoke or suspend the psychologist's license for more than 12 months, it may refer the case to a formal hearing. You may be requested to attend the hearing and provide testimony. Whatever action is taken, you will be notified in writing of the results. Pursuant to Board rules, only a party may file a motion for rehearing or review of a Board decision. A party means the Board, an applicant for licensure or a licensee and does not include a complainant.

The Board of Psychologist Examiners has the responsibility to protect the public and is committed to act as fairly and expeditiously as possible on all investigations of matters within its jurisdiction. If you have any questions, please contact the Board's investigator at (602) 542-3018.

SCHEDULED BOARD MEETINGS

Feb. 7-8, 2003
Aug. 1-2, 2003

April 4-5, 2003
Oct. 3-4, 2003

June 6-7, 2002
Dec. 5-6, 2003